

# SELECTION, ELIMINATION, & PRESERVATION OF RESOURCE MATERIAL

Policy Number: 4.2.110

Date: 1998

Reviewed: 2000, 2003, 1/09, 3/12

Revised: 8/07, 3/14, 2016

- **Selection**

Faculty instructing in any course may request that books related to their subject area be ordered for the Learning Resource Center. MTSA sets a high budgetary priority on the LRC and it is likely that all requests will be honored. Should the Nurse Anesthesia Program Council or the President's Council feel the policy is being abused; the policy will be made more stringent.

- **Elimination**

Volumes will be retained until a newer edition is printed. At that time, the newest edition will be purchased. As the older edition is likely to contain very valuable information, and as there are space concerns in the LRC, the volume to be discarded will be made accessible to students for their library on a first come, first serve basis.

- **Preservation/Replacement of Resource Material**

Certain texts will be designated as Reference material and will not circulate. These are the ones that will likely have recurring updated editions. There are certain volumes that are classics and may or may not circulate. In the event that a volume shows signs of deterioration and is a circulating book, it may be designated as non-circulating to prolong its life span. Should they deteriorate and new volumes are available, these new volumes may be purchased to replace the worn volumes. If no new volume is available, a decision will be made regarding having it re-bound or restored if possible.

- **Removal of Resource Material**

Anesthesia is a dynamic field, and as the information base related to anesthesia is apt to be out of date or incomplete pharmacologically, older material may be relegated to the "Historical" or "Archival" collection. This designation denotes the information is not recent and should not be used to determine present techniques or agents. However, the history of anesthesia is not only interesting, but can show the progression of information, agents and techniques from the rudimentary to the current pharmacological and technological developments.